

APPLICATION

WHOLE SCHOOL REFORM IMPLEMENTATION PLAN FOR ELEMENTARY AND SECONDARY SCHOOLS

INSTRUCTIONS AND FORMS

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**Submission Due Date:
Submit on or before December 1, 2001**

**NEW JERSEY DEPARTMENT OF EDUCATION
PO Box 500
Trenton, NJ 08625-0500**

INSTRUCTIONS AND FORMS

COMPLETING THE WSR PLAN

Below are instructions for completing the WSR Implementation Plan and School-Based Budget. Each form of the plan is preceded by information pertaining to the form and directions for completion.

A. WSR IMPLEMENTATION PLAN DEVELOPMENT CONSIDERATIONS

In order to complete the submission, staff responsible (SMT, principal, CSA) for the WSR Implementation Plan will need to do the following:

- Collaborate to develop a plan and budget that aligns the school's programs with the WSR model that will help students meet the CCCS;
- Know about the programs and services needed by the school community, and the purposes and constraints on the uses of the funds under the illustrative budget;
- Review and/or revise the approved 2001-2002 WSR plan, WSR Grant Funds Application and DEPA plan to ensure their consistency with the objectives and activities to be funded;
- Obtain input from WSR developers, parents, teachers, community members, advisory councils and others, as required;
- Seek assistance from district specialists (e.g., School-to-Career, Special Education, Bilingual/ESL, etc.) to ensure the comprehensiveness of the WSR plan in meeting the needs of all children;
- Determine those areas in which student performance and behaviors are below state standards and develop objectives and benchmarks to meet state standards consistent with the requirements of the Quality Assurance Annual Report (QAAR). For objectives included in the plans to be approved by the county office, they must be consistent with the QAAR format;
- Meet with school business administrators to verify the accurate completion of the budget;
- Obtain assistance and input from the school's SRI team; and
- Obtain approval from the CSA, school principal and the SMT.

B. SUBMISSION

No later than **December 1, 2001**, all schools must submit the original and two copies of the entire WSR Implementation Plan and School-Based Budget (with all attachments) to the Office of the County Superintendent of their respective county.

In addition, each school should submit one copy of the Abbott School Based Technology Plan to the County Office and one copy to the Department of Education, Office of Educational Technology, 100 Riverview Plaza, Trenton, NJ 08625-0500 by their respective region according to the dates below.

TECHNOLOGY PLAN SUBMISSION DATES

REGION	DATE
North	October 31, 2001
Central	November 7, 2001
South	November 14, 2001

C. IMPLEMENTATION PLAN AND BUDGET REVIEW

The NJDOE will review submissions, determine approval or disapproval of requests, notify appropriate agencies, and process approved submissions to ensure the following:

- the selected WSR model is progressing toward full implementation by the third year;
- program components, services and activities described are authorized and consistent with the model selected and the needs of the school community;
- expenditures support the programs described and are consistent with the costs described in the illustrative model;
- services are coordinated;
- instructional strategies enable achievement of high standards in safe learning environments;
- expenditures meet the budgetary constraints and allowable costs;
- the submission is complete, including signatures, and assurances; and
- WSR schools and LEAs are notified of final approvals.

Incomplete submissions or requests for revisions of plans will lead to delay in plan approval. **Once a plan and School-Based Budget are approved, the School-Based Budget must be incorporated into the district budget using Fund 15.**

The department will review plans to ensure that schools have followed the code requirements. All plans must:

- have all cover page information and signatures;
- have all program costs consistent with the illustrative budget. Any cost outside the illustrative budget must be reallocated within the school budget, if possible, or excluded from the school

- budget and submitted as a particularized need;
- be based on a needs assessment. Careful consideration must be given to providing a plan that is based on the documented needs of the school; and
- include RPSS and Particularized Need applications (if applicable).

The department will review all plans during the budget process and will contact the district and school to discuss the status of their plans.

D. WSR IMPLEMENTATION PLAN INSTRUCTIONS FOR COMPLETION OF FORMS

Use the forms provided in this section for each submission component. Duplicate forms as needed. Narrative should be submitted in no smaller than 12-point type.

1. CHECKLIST - FORM A PROVIDED

2. WSR IMPLEMENTATION PLAN TITLE PAGE AND CERTIFICATION – FORM B PROVIDED

Complete the WSR Implementation Plan Title Page and attach it to the front of the WSR Implementation Plan.

The Title Page provides all information necessary to identify the school and verify the amount of funds in the plan and budget.

The principal, CSA, WSR school facilitators, district business administrator and SMT chair must sign the Plan Certification on the Title Page in the appropriate section.

The budget submission must be accompanied by the CSA and board documentation.

3. WSR IMPLEMENTATION DESCRIPTION – FORM C PROVIDED

Complete this form by succinctly answering the questions on the processes used and decisions made in order to complete the 2002-2003 WSR Implementation Plan.

4. WSR IMPLEMENTATION TIMELINE – FORM D PROVIDED

Complete a one-or two-year WSR Implementation Timeline showing all components of the WSR Model and leading to full implementation of the model. The timeline should be developed in consultation with the WSR model developer. If a waiver was granted beyond year three, explain the current status of implementation.

5. PARTICIPANTS IN SUBMISSION DEVELOPMENT FORM – FORM E PROVIDED

Complete the Participants in Submission Development Form and include the name, title and signature of all individuals who participated in the development of the 2002 –2003 WSR Implementation Plan and School-Based Budget

6. CLASS-SIZE REDUCTION – FORM F PROVIDED

Complete the class-size reduction plan by answering the questions provided on the form. It will be necessary to describe how the school will reach the required teacher-student ratios as required in code (1:21 for grades K-3, 1:23 for grades 4-8, and 1:24 for grades 9-12).

7. RESEARCH-BASED STRATEGIES FOR HIGH SCHOOLS -- FORM G PROVIDED

8. WAIVER REQUEST – FORM H PROVIDED

Waiver requests must be submitted to the office of the county superintendent pursuant to N.J.A.C.6A:5-1.1.

9. ACTIVITY PLAN – FORM I PROVIDED

The Activity Plan forms are included in this package. A separate Activity Plan form has been provided for each element of WSR (improved student achievement and research-based program have been integrated), one for dropout prevention, reducing class size, increasing graduation and increasing attendance rates. Three RPSS elements correspond to WSR elements; complete only one activity plan form for these three areas (i.e., health and social services, security and professional development). **For Educational Technology a new ASBTP has been developed and will be attached.** Two RPSS components (school-to-career and alternative education) do not correspond to WSR elements and these are found on separate forms.

On each Activity Plan form, state the name of the district, school, WSR model, current date and page number. The revision date will be used if revisions are necessary. Indicate the school's cohort on each form.

Then complete each column:

Goal Statement: Create a goal relating to accomplishment of the WSR area.

Objective: Create an objective relating to accomplishment of the goal. (If you are developing the QAAR or strategic plan, use the same objective and add other objectives as needed.)

➤ **NOTE:** It is possible that the same objective may appear on more than one activity form.

Benchmark: Create a benchmark relating to accomplishment of the objective.

Activity: Describe the tasks and activities in chronological order planned for the accomplishment of each goal and objective.

Timeline: Indicate the month and year the activity will be completed.

Budget

Description: List, in detail, all expenditures necessary to complete the program, service or activity.

Budget Amount: Include the cost of each detailed expenditure.

Workpaper: Indicate the workpaper (A to X) in the 2002-2003 School-Based Budget which coincides with the expenditures and costs for this activity.

Method of Accountability: Indicate the method(s) of accountability used to track the progress completion of each activity, such as eight-week assessments, monthly reports on attendance, implementation of model components, etc.

10. INVENTORY AND ASSESSMENT – FORM J PROVIDED

For each of the six required RPSS, indicate what currently exists in the school or is being provided by the school in collaboration with a community agency. (Note, for Educational Technology, Form J is not necessary as this information is included in the ASBTP.) Determine how well these programs and services are serving the student population based on an assessment of their efficacy and efficiency. The WSR needs assessment should determine, using existing standards (e.g., 90 percent attendance) and related school data, whether the current programs are effective and efficient. If a needs assessment is done properly, a school will be in a better position to identify and justify the need for starting, expanding and/or eliminating existing programs and services and/or using community resources.

11. REVIEW OF COMMUNITY RESOURCES – FORM K PROVIDED

For each of the six required RPSS areas complete a review of community resources that could be used to address the area(s) of need. (Note, for Educational Technology, Form K is not necessary as this information is included in the ASBTP.)

12. SMT RECOMMENDATIONS – FORM L PROVIDED

For each of the six required RPSS areas each item identified must be evaluated as to its effectiveness and efficiency after the inventory and assessment are complete. (Note, for Educational Technology, form L is not necessary as this information is included in the ASBTP.) The review of community resources should also be used to determine possible options for the delivery of programs and services to meet the needs of the school's community. Provide recommendations for elimination or modification of programs or services judged less than efficacious and efficient, or which overlap with the proposed new program or service or community resource.

- An effective program or service is one that produces the expected and desired result.
- An efficient program or service is one that produces the intended result in a cost-effective way.

The results of the inventory, community resources and SMT recommendations should be integrated into the WSR Implementation Plan.

13. EVALUATION PLAN – FORM M PROVIDED

Describe the methods that will be used to evaluate (1) implementation progress (formative) and (2) outcomes (summative). Evaluation of implementation progress should determine to what degree the activities described in the plan have been undertaken (are they happening?). Evaluation of outcomes should determine effects on student achievement (is it working?). The school should work in collaboration with the model developer to align its evaluation methods with those of the model and

with the district's Accountability Plan.

For each objective, describe the methods that will be used to determine how completely the strategies were implemented, if the strategies were successful and if the objective was met. Respond to the following *for each objective*:

- (1) State the objective.
- (2) Describe the methods to be used to measure progress towards the objective (e.g., test scores, survey results, interview results).
- (3) State who will develop and conduct the evaluation, and when the evaluation will occur.
- (4) State how the results will be analyzed (i.e., what are you looking for?).
- (5) State how the results will be distributed (i.e., how will you include the various stakeholders in the process?).

Provide an outline for an interim and final progress report that describes the evaluation results, and lists barriers and recommendations.

CHECKLIST Form A

A. SUBMISSION CHECKLIST FOR WSR IMPLEMENTATION PLAN
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Use this checklist to ensure that the contents of your WSR Implementation Plan submission package are complete. Submit completed checklist with your plan. Submission of all plan pages is required on an annual basis. Incomplete submissions may delay approval of your plan. A complete copy of the instructions and forms is located on the NJDOE Web site under Whole School Reform at: <http://www.state.nj.us/njded/abbotts/> . Under Whole School Reform, look for 2002-2003 WSR Implementation Plan.

A feature has been built in to assist you in tracking the date of each draft during the preparation process. In the footer at the bottom of the page for each form, there is a place to enter a date. This date will automatically change every time the document is accessed, thereby keeping track of updated revisions.

- _____ Title Page - Form B
- _____ Assurances and Certification
- _____ WSR Implementation Plan Description - Form C
- _____ WSR Implementation Timeline - Form D
- _____ Participants in Submission Development - Form E
- _____ Plan for Class-Size Reduction - Form F
- _____ Research-Based High School Strategies - Form G
- _____ *See Waiver below - Form H*
- _____ 2002-2003 Activity Plan Forms - Forms I
- _____ Inventory and Assessment- Form J
- _____ Review of Community Resources - Form K
- _____ SMT Recommendations (Based on Effectiveness & Efficiency) - Form L
- _____ Evaluation Plan - Form M
- _____ Budget Summary
- _____ Budget Detail
- _____ Technology Plan (All schools submit entire annual plan)
- _____ Class Size Reduction Activity Plan Form
- _____ Increased Graduation Rate Activity Plan Form
- _____ Improving Attendance Rate Activity Plan Form
- _____ Dropout Reduction Strategy Activity Plan Form

TITLE I

Is the school a Title I Schoolwide Program? _____Yes _____No

WAIVER REQUEST - Form H

Specify

PARTICULARIZED NEEDS REQUEST INCLUDED _____ particularized need(s) included

Specify

NEW JERSEY DEPARTMENT OF EDUCATION

B. WSR IMPLEMENTATION TITLE PAGE

SCHOOL:		DISTRICT:
SCHOOL CODE:		DISTRICT CODE:
WSR MODEL:	CURRENT DATE:	REGION: ____ North ____ Central ____ South
COHORT: ____ 1 ST ____ 2 nd ____ Mid-Yr 2 nd ____ 3 rd ____ Mid-Yr 3 rd		APPROVED TITLE I SCHOOLWIDE: ____ Yes ____ No
COUNTY:		COUNTY CODE:
DISTRICT CONTACT:		SCHOOL PRINCIPAL:
DISTRICT CONTACT PHONE:		PRINCIPAL PHONE:
DISTRICT CONTACT FAX:		PRINCIPAL FAX:
DISTRICT CONTACT EMAIL:		PRINCIPAL E-MAIL:
DISTRICT BUSINESS ADMINISTRATOR NAME:		SCHOOL ADDRESS—CITY, STATE, ZIP
DISTRICT BUSINESS ADMINISTRATOR PHONE/FAX:		GRADE SPAN OF SCHOOL: Grades ____ - ____ Elementary ____ Middle ____ High School ____
DISTRICT ADDRESS—CITY, STATE, ZIP		TOTAL SCHOOL-BASED BUDGET FUNDS:
ASSURANCES: To the best of my knowledge and belief, the information contained in the WSR Implementation Plan and School-Based Budget is true and correct. I further certify that I have reviewed and submitted comments to the School Management Team regarding the WSR Implementation Plan and School-Based Budget. The following are attached: Assurances, WSR Implementation Description, WSR Timeline, Participants in Application Development Form, 2002-2003 Activity Plan, Revised Required Programs in Secondary Schools Plan and RPSS required forms (if applicable), Evaluation Plan, Budget Summary, Budget Workpapers, Technology Plan, Accountability Plan and Class Size Reduction Plan.		
Signature of School Principal & Date:		Signature of WSR School Facilitator & Date:
Signature of Chief School Administrator & Date:		Signature of Business Administrator & Date:
The WSR Implementation Plan and School-Based Budget has been duly authorized by the SMT of the _____ School. We have included the copies of the WSR Implementation Plan and School-Based Budget as required.		
Signature of SMT Chair:		SMT Chair Address:
SMT Phone:		SMT Fax:
Due Date: DECEMBER 1, 2001		

**NEW JERSEY DEPARTMENT OF EDUCATION
WHOLE SCHOOL REFORM**

C. IMPLEMENTATION DESCRIPTION

Duplicate this page as needed.

District:		School:	
COHORT: ___1 ST ___2 nd ___Mid-Yr 2 nd ___3 rd ___Mid-Yr 3 rd		WSR Model:	
# SP. ED. TEACHERS:	# SP. ED. AIDES:	CURRENT # SECURITY GUARDS:	
# SELF-CONTAINED SP. ED. CLASSROOMS:	CURRENT # TEACHERS:	CURRENT # ADMINISTRATORS:	

Complete this form by repeating each question and succinctly responding to the following questions on the processes used and decisions made in order to complete the 2002-2003 WSR Implementation Plan:

1. How was your needs assessment completed and used by the SMT to develop the WSR Implementation Plan?
2. What existing programs will be continued and which will no longer be needed based on the requirements of the developer and the components of the WSR model selected?
3. What programmatic decisions were made by the SMT to reallocate fiscal and staff resources?
4. How will the current plan accomplish full implementation of the WSR model and when does the school expect full implementation to occur?
5. What revisions, if any, were made to the plan from the previous year?
6. What strategies will be used to accomplish increased graduation and attendance rates and decreased dropout rates of students?
7. Does the school currently have a full-time health & social services coordinator? ____yes ____no;
 a full-time dropout prevention officer? ____yes ____no;
 a full-time media technology specialist? ____yes ____no;
 a full-time technology coordinator? ____yes ____no?
8. Does the school have an on-site health and social services clinic? ____yes ____no?
9. Does the school refer to outside health and social service clinics? ____yes ____no?
10. What barriers must be overcome to implement your proposed plan effectively?

**NEW JERSEY DEPARTMENT OF EDUCATION
WHOLE SCHOOL REFORM**

D. IMPLEMENTATION TIMELINE

District:	School:
COHORT: ___ 1 ST ___ 2 nd ___ Mid-Yr 2 nd ___ 3 rd ___ Mid-Yr 3 rd	WSR Model:

Complete a one- or two-year WSR Implementation Timeline showing all components of the WSR model and leading to full implementation of the model. The timeline should be developed in consultation with the WSR model developer. If a waiver was granted beyond year three, explain the current status of implementation.

**NEW JERSEY DEPARTMENT OF EDUCATION
WHOLE SCHOOL REFORM**

E. PARTICIPANTS IN THE SUBMISSION DEVELOPMENT

District:	School:
COHORT: ____1 ST ____2 nd Mid-Yr 2 nd 3 rd Mid-Yr 3 rd	WSR Model:

The following School Management Team members, district staff and other stakeholders participated in the development of the WSR Implementation Plan & School-Based Budget :

NAME	TITLE	SIGNATURE

**NEW JERSEY DEPARTMENT OF EDUCATION
WHOLE SCHOOL REFORM**

F. CLASS-SIZE REDUCTION PLAN

District:	School:
COHORT: ____ 1 ST ____ 2 nd ____ Mid-Yr 2 nd ____ 3 rd ____ Mid-Yr 3 rd	WSR Model:

Complete this form by responding to the following:

1. Describe your plan for reducing class sizes to the required levels of 1:21 for Grades K-3, 1:23 for Grades 4-8 and 1:24 for Grades 9-12.
2. Indicate class sizes for each grade for 2001-2002 and 2002-2003 and the year that the required levels will be achieved.
3. Indicate any barriers to plan accomplishment and how the school/district will resolve these.
4. How will the district's facility plan affect class-size reduction?

**NEW JERSEY DEPARTMENT OF EDUCATION
WHOLE SCHOOL REFORM**

G. RESEARCH-BASED STRATEGIES FOR HIGH SCHOOLS

District:	School:
COHORT: ___ 1 ST ___ 2 nd ___ Mid-Yr 2 nd ___ 3 rd ___ Mid-Yr 3 rd	WSR Model:

High schools only (grades 9-12): In a narrative, describe how an effective combination of research-based strategies for high schools (listed below) are incorporated into the WSR model or alternative program design based on assessed needs and consideration of the unique characteristics of the school.

1. Create small learning communities so that schools are organized into small units of students and use a variety of instructional strategies that engage students and accommodate individual learning styles;
2. Utilize flexible time for teaching and learning so that schools may organize the day, week and month to lengthen blocks of instructional time;
3. Develop instructional content so that schools are able to structure learning around careers and student interest and link out-of-school experiences to classroom instruction;
4. Develop student assessment so that schools assess student progress by what they are capable of doing and use rich assessments that include portfolios, performance tasks and examples of student accomplishments to measure progress in meeting HSPA and other state assessments;
5. Establish community partnerships so that schools work collaboratively with parents, community and business for the purpose of enabling students to achieve the Core Content Curriculum Standards; and
6. Establish partnerships with institutions of higher education so that the schools establish an articulation agreement with institutions of higher education to implement a WSR model or the whole school alternative program design, use a variety of assessments and evaluations to measure the effectiveness of WSR implementation, and improve the transition between high school and postsecondary education.

**NEW JERSEY DEPARTMENT OF EDUCATION
WHOLE SCHOOL REFORM
H. WAIVER REQUEST FORM**

District:	School:
COHORT: ____1 ST ____2 nd ____Mid-Yr 2 nd ____3 rd ____Mid-Yr 3 rd	WSR Model:

A one-year equivalency or waiver to the rules must meet the following criteria:

1. The spirit and intent of *N.J.A.C. 6A:24* are served by granting the equivalency or waiver;
2. The provision of a thorough and efficient education to the students in the district and the implementation of the *Abbott* court remedy is not compromised as a result of the equivalency or waiver; and
3. There will be no risk to student health, safety or civil rights by granting the equivalency or waiver.

Summarize waivers the district plans to submit and the reason for the request on this form.

**WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN**

District:	School:
Cohort: 1 st 2 nd mid-yr 2 nd 3 rd mid-yr 3 rd	WSR Model:
WSR Element #1: IMPROVED STUDENT PERFORMANCE/WSR Element #2: RESEARCH-BASED PROGRAM	
Goal Statement:	
Objective:	
Benchmark:	

#	Activity	Timeline	Budget Description	Budget Amount	Work-paper	Method of Accountability
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WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN

District:	School:
Cohort: 1 st 2 nd mid-yr 2 nd 3 rd mid-yr 3 rd	WSR Model:
WSR Element #3: SCHOOL-BASED LEADERSHIP AND DECISION-MAKING	
Goal Statement:	
Objective:	
Benchmark:	

#	Activity	Timeline	Budget Description	Budget Amount	Work-paper	Method of Accountability
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WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN

District:	School:
Cohort: <u> 1st </u> <u> 2nd </u> <u> mid-yr 2nd </u> <u> 3rd </u> <u> mid-yr 3rd </u>	WSR Model:
WSR Element #4: INTEGRATION AND ALIGNMENT OF SCHOOL FUNCTIONS	
Goal Statement:	
Objective:	
Benchmark:	

#	Activity	Timeline	Budget Description	Budget Amount	Work-paper	Method of Accountability
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WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN

District:	School:
Cohort: 1 st 2 nd mid-yr 2 nd 3 rd mid-yr 3 rd	WSR Model:
WSR Element #6: PROFESSIONAL DEVELOPMENT (This is also an element of Required Programs in Secondary Schools)	
Goal Statement:	
Objective:	
Benchmark:	

#	Activity	Timeline	Budget Description	Secondary Only 2001-2002 Budget Amount	2002-2003 Budget Amount	Work- paper	Method of Accountability
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WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN

District:	School:
Cohort: 1 st 2 nd mid-yr 2 nd 3 rd mid-yr 3 rd	WSR Model:
WSR Element #7: SAFE SCHOOL ENVIRONMENT CONDUCIVE TO LEARNING (This is also an element of Required Programs in Secondary Schools)	
Goal Statement:	
Objective:	
Benchmark:	

#	Activity	Timeline	Budget Description	Secondary Only 2001-2002 Budget Amount	2002-2003 Budget Amount	Work- paper	Method of Accountability
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WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN

District:	School:
Cohort: 1 st 2 nd mid-yr 2 nd 3 rd mid-yr 3 rd	WSR Model:
WSR Element #8: STUDENT AND FAMILY SERVICES & COORDINATION OF RESOURCES (This is also an element of Required Programs in Secondary Schools)	
Goal Statement:	
Objective:	
Benchmark:	

#	Activity	Timeline	Budget Description	Secondary Only 2001-2002 Budget Amount	2002-2003 Budget Amount	Work- paper	Method of Accountability
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WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN

District:	School:
Cohort: 1 st 2 nd mid-yr 2 nd 3 rd mid-yr 3 rd	WSR Model:
WSR Element #9: REWARD SYSTEM	
Goal Statement:	
Objective:	
Benchmark:	

#	Activity	Timeline	Budget Description	Budget Amount	Work-paper	Method of Accountability
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WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN

District: _____	School: _____
Cohort: _____ 1 st _____ 2 nd _____ mid-yr 2 nd _____ 3 rd _____ mid-yr 3 rd	WSR Model: _____
WSR Component: CLASS SIZE REDUCTION PLAN	
Goal Statement: _____	
Objective: _____	
Benchmark: _____	

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WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN

District:	School:
Cohort: 1 st 2 nd mid-yr 2 nd 3 rd mid-yr 3 rd	WSR Model:
WSR Component: DROPOUT REDUCTION STRATEGY	
Goal Statement:	
Objective:	
Baseline Data Benchmark:	

#	Activity	Timeline	Budget Description	Secondary Only 2001-2002 Budget Amount	2002-2003 Budget Amount	Work- paper	Method of Accountability
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* For purposes of this plan, follow county evaluation requirements to calculate dropout rate.

WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN

District:	School:
Cohort: 1 st 2 nd mid-yr 2 nd 3 rd mid-yr 3 rd	WSR Model:
WSR Component: INCREASING GRADUATION RATE STRATEGY	
Goal Statement:	
Objective:	
Baseline Data Benchmark:	

#	Activity	Timeline	Budget Description	Secondary Only 2001-2002 Budget Amount	2002-2003 Budget Amount	Work- paper	Method of Accountability
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WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN

District:	School:
Cohort: ____1 st ____2 nd ____mid-yr 2 nd ____3 rd ____mid-yr 3 rd	WSR Model:
WSR Component: INCREASING STUDENT ATTENDANCE	
Goal Statement:	
Objective:	
Baseline Data (Average Daily Attendance) Benchmark:	

#	Activity	Timeline	Budget Description	Secondary Only 2001-2002 Budget Amount	2002-2003 Budget Amount	Work- paper	Method of Accountability
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WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN

District:					School:		
Cohort: 1 st 2 nd mid-yr 2 nd 3 rd mid-yr 3 rd					WSR Model:		
WSR Component: SCHOOL-TO-CAREER AND COLLEGE (This is also an element of Required Programs in Secondary Schools)*							
Goal Statement:							
Objective:							
Benchmark:							
#	Activity	Timeline	Budget Description	Secondary Only 2001-2002 Budget Amount	2002-2003 Budget Amount	Work- paper	Method of Accountability
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- List all 3 required components of School-to-Career.

WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
2002-2003 ACTIVITY PLAN

District:	School:
Cohort: 1 st 2 nd mid-yr 2 nd 3 rd mid-yr 3 rd	WSR Model:
WSR Component: MECHANISM FOR IDENTIFICATION OF STUDENTS REQUIRING REFERRAL TO ALTERNATIVE EDUCATION PLAN (This is also an element of Required Programs in Secondary Schools)	
Goal Statement:	
Objective:	
Benchmark:	

#	Activity	Timeline	Budget Description	Secondary Only 2001-2002 Budget Amount	2002-2003 Budget Amount	Work- paper	Method of Accountability
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NEW JERSEY DEPARTMENT OF EDUCATION
REQUIRED PROGRAMS IN SECONDARY SCHOOLS PLAN

J. INVENTORY AND ASSESSMENT FORM

Complete an Inventory and Assessment for each of the RPSS areas listed below. Duplicate this page as needed for each RPSS area. Provide a check for the area completed on each form.

- | | |
|---|--|
| 1 <input type="checkbox"/> A Mechanism for Access to Health and Social Services | 4 <input type="checkbox"/> Professional Development |
| 2 <input type="checkbox"/> School Security Program | 5 <input type="checkbox"/> School-to-Work or College Transition |
| 3 <input type="checkbox"/> A Mechanism for Identifying Students Requiring Alternative Education | 6 <input type="checkbox"/> Technology requirement met by 2001 Survey |

The purpose of this form is to provide a comprehensive list of programs and services that exist in your school for the RPSS area checked above. On the table below, provide the following: (A) a detailed list of the programs and services that exist in the school, district and community that support the checked RPSS area; (B) the name of the provider; (C) the number of students or participants served; and (D) the cost of the program.

	A Program or Service Existing	B Provider School or Community (list name of outside agencies)	C Number of Students Served	D Cost of Program 2002-2003
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

NOTE: Attach a summary of supporting documentation (hard data on impact), not the documentation itself, that confirms the results of the inventory and assessment.

NEW JERSEY DEPARTMENT OF EDUCATION
REQUIRED PROGRAMS IN SECONDARY SCHOOLS PLAN

K. REVIEW OF COMMUNITY RESOURCES FORM

Complete a Review of Community Resources Form for each of the RPSS areas listed below. Duplicate this page as needed for each RPSS area. Provide a check for the area completed on each form.

- | | |
|---|---|
| 1 <input type="checkbox"/> A Mechanism for Access to Health and Social Services | 4 <input type="checkbox"/> Professional Development |
| 2 <input type="checkbox"/> School Security Program | 5 <input type="checkbox"/> School-to-Work or College Transition |
| 3 <input type="checkbox"/> A Mechanism for Identifying Students Requiring Alternative Education | 6 <input type="checkbox"/> Infusion of Educational Technology. Met in ASBTP |

The purpose of this form is to investigate community resources that could possibly be used in the coming year to assist you in providing needed programs and services to students in your school. On the table below, provide the following: (A) a list of programs and services that exist in the community that are not used but COULD be used to support the RPSS area checked above; (B) the name of community agencies that provide the service but are not currently used by the school; (C) the contact and telephone number for the community agency; (D) the reason the outside agency is not currently used; and (E) the total cost of the service or program if provided by the outside agency.

	A Program or Service Existing In Community	B Community Agencies that Provide the Program or Service (not Currently Used)	C Contact Person and Telephone Number	D Reason Outside Agency not Currently Used	E Total Cost of Service or Program by Outside Agency
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

NEW JERSEY DEPARTMENT OF EDUCATION
REQUIRED PROGRAMS IN SECONDARY SCHOOLS PLAN

L. SMT RECOMMENDATIONS

Duplicate this page as needed for each RPSS area. Provide a check for the area completed on each form.

- | | |
|--|--|
| 1. <input type="checkbox"/> A Mechanism for Access to Health and Social Services | 4. <input type="checkbox"/> Professional Development |
| 2. <input type="checkbox"/> School Security Program | 5. <input type="checkbox"/> School-to-Work or College Transition Programs |
| 3. <input type="checkbox"/> A Mechanism for Identifying Students requiring Alternative Education | 6. <input type="checkbox"/> Infusion of Educational Technology. Met in ASBTP |

The purpose of this form is to provide a concise table that represents the SMT review of all programs and services in the checked RPSS area and to recommend if the program or service is needed. After the inventory and assessment are complete, each item identified must be evaluated as to its effectiveness and efficiency. Provide recommendations for elimination or modification of programs or services judged less than efficacious and efficient, or which overlap with the proposed new program or service. An effective program or service is one that produces the expected and desired result. An efficient program or service is one that produces the intended result in a cost-effective way. On the table below, provide the following: (A) a detailed list of programs and services; (B) whether the program or service is new or existing; (C) recommendation to continue or discontinue the program or service based on effectiveness (how well these programs and services are serving the student population); (D) a determination if the program is cost effective; (E) supporting documentation of need for the program or service and evidence of effectiveness (research-based).

	A Program or Service	B New (N) or Existing (E)	C Recommendation to Continue or Discontinue Based on Effectiveness	D Cost Effectiveness of Program or Service	E Supporting Documentation Attached Regarding Effectiveness of Recommended Programs & Need
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

ANY NEW PROGRAM OR SERVICE must be accompanied by a summary of the need for the new programs and an analysis of supporting documentation (data). ANY PROGRAM OR SERVICE THAT IS RECOMMENDED BY THE SMT (EXISTING OR NEW) SHOULD BE TRANSFERRED TO THE ACTIVITY PLAN.

**NEW JERSEY DEPARTMENT OF EDUCATION
WHOLE SCHOOL REFORM
M. EVALUATION FORM**

District:	School:
COHORT: ____1 ST ____2 nd ____Mid-Yr 2 nd ____3 rd ____Mid-Yr 3 rd	WSR Model:

Describe the methods that will be used to evaluate (1) implementation progress (formative) and (2) outcomes (summative). Evaluation of implementation progress should determine to what degree the activities described in the plan have been undertaken (are they happening?). Evaluation of outcomes should determine effects on student achievement (is it working?).

Describe what measures will be used, who will develop and conduct the evaluation, when the evaluation will occur, and how results will be used.
